



**M E M O R A N D U M**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:** *John Maxwell by J. Maxwell*  
John Maxwell, Director  
Division of Human Resources

**DATE:** October 9, 2020

**SUBJECT:** Create position – Division of Grants and Special Programs

**Request:**

The attached action is requesting authorization to create one (1) unclassified position of Financial Coordinator (Grade 516N) for a term of three (3) years, in the Division of Grants and Special Programs, effective upon passage of Council.

**Why are you requesting?**

With the implementation of the Coronavirus Aid, Relief and Economic Security (CARES) Act and other COVID-19 response measures, LFUCG has continued to experience a major infusion of federal funds from the Departments of Treasury, Housing and Urban Development, Justice, and Homeland Security. This influx of grant funding has created additional workload necessitating a full-time grant funded position to assist with the required administrative tasks that accompany the grants.

**What is the cost in this budget year and future budget year?**

To illustrate, this has a 12-month future impact of a cost \$65,729.11.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Financial Coordinator	\$0	\$45,158.88	\$45,158.88
<b>Total Annual Impact/ Salary and Benefits \$65,729.11</b>			

**File Number:**

1014-20

**Director/Commissioner:** John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at 258-3957.

